



Posted: Friday, October 04, 2013

NOTICE AND CALL OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL

The Trinidad City Council will hold its regular monthly meeting on
WEDNESDAY, OCTOBER 09, 2013 at 7:00 PM

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- I. **CALL TO ORDER**
 - II. **PLEDGE OF ALLEGIANCE**
 - III. **ADJOURN TO CLOSED SESSION** – *No closed session scheduled*
 - IV. **APPROVAL OF AGENDA**
 - V. **APPROVAL OF MINUTES** – August 14, 2013 cc
 - VI. **COUNCIL MEMBER REPORTS, COMMITTEE ASSIGNMENTS, PROCLAMATIONS**
 1. Proclamation 2013-05; Humboldt State University Centennial Celebration 1913-2013.
 - VII. **ITEMS FROM THE FLOOR**

(Three (3) minute limit per Speaker unless Council approves request for extended time.)
 - VIII. **CONSENT AGENDA**
 1. Financial Status Reports for August 2013.
 2. Staff Activities Report for September 2013.
 3. Law Enforcement Activity Reports.
 4. Request Authorization to Advertise Water System Upgrade Project.
 - IX. **DISCUSSION/ACTION AGENDA ITEMS**
 1. Discussion/Decision regarding General Plan Update and Schedule.
 2. Presentation/Discussion regarding Trinidad Head Study Committee Final Report.
 3. Presentation/Discussion regarding Overview of Trinidad Cemetery Operations.
 - X. **ADJOURNMENT**

TRINIDAD CITY HALL

P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

Julie Fulkerson, Mayor
Gabriel Adams, City Clerk



CITY OF TRINIDAD PROCLAMATION 2013-05

HUMBOLDT STATE UNIVERSITY CENTENNIAL CELEBRATION 1913-2013

WHEREAS, Humboldt State University, founded in 1913, is celebrating its historic legacy while looking ahead to a promising future; and

WHEREAS, Humboldt State University has made major contributions to the intellectual life, culture and economy of the North Coast, California and the nation; and

WHEREAS, One hundred years ago, on June 16, 1913, North Coast citizens had the foresight to help formally establish Humboldt State Normal School and to pledge \$12,000 and 12 acres of land; and

WHEREAS, Humboldt State University formally opened on April 6, 1914, and has since granted more than 55,000 degrees to students from diverse economic and ethnic backgrounds; and

WHEREAS, Humboldt State University offers a broad array of academic programs and an outstanding college experience for 8,000 students each year; and

WHEREAS, the annual economic impact of Humboldt State University is estimated to be \$190 million on the North Coast and \$400 million statewide; and

WHEREAS, Humboldt State University is widely known for the personal attention faculty provide to students, and for the hands-on experiences which complement classroom learning; and

WHEREAS, the Humboldt State University faculty has established a strong reputation for excellence in teaching and research; and

WHEREAS, Humboldt State University's longstanding commitment to environmental and social responsibility permeates the curriculum and campus culture, which has enabled its Alumni to make a difference wherever they live;

THEREFORE BE IT PROCLAIMED, that the City of Trinidad hereby recognizes Humboldt State University's Centennial and does commend the university for its academic achievements and service, and encourages the community and the many friends of HSU to participate in the year-long Centennial Celebration.

Gabriel Adams
Trinidad City Clerk

Julie Fulkerson
Mayor, City of Trinidad

APPROVAL OF MINUTES FOR:

August 14, 2013 CC

Supporting Documentation follows with: 3 PAGES

MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL
WEDNESDAY, AUGUST 14, 2013

I. CALL TO ORDER

- Mayor Pro-Tem Miller called the meeting to order at 7:00PM. Council members in attendance: West, Miller, Fulkerson, Baker. ***Davies was absent.***
- City Staff in attendance: City Manager Karen Suiker, City Attorney Andy Stunich, City Clerk Gabriel Adams.

II. PLEDGE OF ALLEGIANCE

III. ADJOURNMENT TO CLOSED SESSION – No closed session scheduled.

IV. RECONVENE TO OPEN SESSION

V. APPROVAL OF AGENDA

Motion (Miller/Baker) to approve the agenda as written. Passed 4-0.

VI. APPROVAL OF MINUTES – July 10, 2013 cc

Motion (Miller/West) to approve the minutes as written. Passed 4-0.

VII. COMMISSIONERS REPORTS

Miller: BLM Gateway update. Coast Guard has initiated the process of transferring the Trinidad Head Lighthouse property to the BLM.

Baker: Museum update. Skateboarding was discussed but the committee had no recommendations.

Fulkerson: RREDC. Additional airlines, recycling market, and 2% TBID funds discussed. HTA will be publishing a new route schedule soon. HCAOG Mayors Committee update. Alex Stillman was removed from the Railroad board.

VIII. ITEMS FROM THE FLOOR – None

IX. CONSENT AGENDA

1. Financial Status Reports for June 2013.
2. Law Enforcement Activity Report for July.
3. Solid Waste Management Ordinance 2013-03: Second Reading.
4. Declare Community Recycling Drop-Off Site bins surplus property and authorize staff to sell to the highest bidder.
5. Authorize City Manager to Sign Contracts for Services with GHD, Inc. for Water System Upgrade for Design, Bid, and Grant Management Services.

Motion (Miller/Baker) to approve the consent agenda as written. Passed 4-0.

X. DISCUSSION AGENDA

1. Discussion/Decision regarding Sprint Proposal for 4G Antenna Upgrade on Trinidad Head Cellular Site.
City Manager Suiker explained that the City has been approached by a Sprint representative to seek permission for swapping the existing three 3G panel antennas on the Trinidad Head Site with three proposed 4G antennas of similar, but slightly larger, dimensions. The purpose of this swap is to enable an upgrade from 3G to 4G technology in order to stay competitive and keep up with the growing needs of customers and the applications available on handheld device. An 8' x 3' extension to an existing concrete pad is also proposed, and the existing battery / equipment cabinets will be replaced, which will not result in any visual changes to the site. An existing guy wire supporting the pole will also have to be moved to accommodate the improvements and six 1" coax cables mounted flush to the pole will be replaced with eighteen ½" flush mounted coax cables. This project is very similar to the Verizon proposal last year, however, some minor visual modifications will occur in this case. As part of their application package, Sprint has provided an overlay for the existing and proposed elevations to show the visual changes.

The Ground Lease includes language as follows: "Lessee...may make alterations, improvements, additions or utility installations to or on the Site that are necessary for the conduct of the permitted uses of the Site, subject to the prior written approval of the Lessor" (§5.05(a)), and "no such consent or approval shall be unreasonably withheld or delayed and all such determinations shall be made on a reasonable basis and in a reasonable manner" (§9.11).

City Planner Trevor Parker explained that a determination has not been made as to whether the proposed project would require a Coastal Development Permit, but will be working closely with Coastal Commission in making that determination should the City Council approve the project to move forward as the Lessor. Keep in mind that if the project does require a permit, any decision by the Planning Commission would be appealable to the City Council.

Parker also explained that the Coastal Act Section 30610 contains the exemption: "no coastal development permit shall be required pursuant to this chapter for... d) Repair or maintenance activities that do not result in an addition to, or enlargement or expansion of, the object of those repair or maintenance activities" and Trinidad's Zoning Ordinance contains similar language. In 1978 the Coastal Commission adopted further guidance for these types of exemptions (entitled 'Repair, Maintenance and Utility Hook-up Exclusions from Permit Requirements'). This document includes the following language for communication facilities: "A coastal permit is not required to maintain, replace, or modify existing overhead facilities, including the addition of equipment and wires to existing poles or other structures, right-of-way maintenance, and minor pole and equipment relocations. A coastal permit is not required ... [for] work required to supply increased demand of existing customers' facilities in order to maintain the existing standard of service." During the review of Verizon's 4G upgrade, Coastal Commission staff did determine that such an upgrade constituted maintenance and not an increase or expansion of services.

City Attorney Andy Stunich noted that one final legal issue to consider is a recent Federal law that limits State and local review of certain telecommunication projects, which this project may fall under. Note that the new law does not preclude the City from processing any legally required permits and conditioning improvements on protecting such things as sensitive resources. However, it does limit the City's ability to deny such permits. Section 6409 of the Middle Class Tax Relief and Job Creation Act of 2012 (HR3630, PL112-96) includes the following relevant language:

- (1) *IN GENERAL*- Notwithstanding section 704 of the Telecommunications Act of 1996 (PL 104-104) or any other provision of law, a State or local government may not deny, and shall approve, any eligible facilities request for modification of an existing wireless tower or base station that does not substantially change the physical dimensions of such tower or base station.
- (2) *ELIGIBLE FACILITIES REQUEST*- For purposes of this subsection, the term 'eligible facilities request' means any request for modification of an existing wireless tower or base station that involves—
 - (A) collocation of new transmission equipment;
 - (B) removal of transmission equipment; or
 - (C) replacement of transmission equipment.

Public comment included:

David Alameda – Sprint Representative

Explained the proposal in depth and offered to answer any questions the Council may have.

Stan Binnie – Trinidad Resident

Noted the following concerns: 1) Only like-for-like replacements or upgrades should be allowed. 2) Questions about the concrete pad and coaxial cable improvements. 3) Is there a fiber optic connection up there now? 4) Ice bridge, H-Frame GPS antenna? 5) CDP should be required. Parker noted that the Council can't require a CDP if the Coastal Act doesn't require one.

Kim Tays – Trinidad Resident

Read a letter from Cyndi Lindgren objecting the proposal and requesting that the project be forwarded to the Planning Commission.

She also read her own letter that, in summary, focused on the following issues: Omissions from the project, Open Space zoning conflict, city pattern of allowing improvements that conflict with land use policies. She also

cited various sections of the land use plan, and stated that if there were no visual changes, then she wouldn't object to the project. However, she would have to appeal the project if visual changes were planned.

Robert Vogel – Trinidad Area Resident

It is a myth to say the city has no discretionary authority over this site. There is a 26% increase in the size of the antennas. This conversation is misdirected. By allowing Trinidad Head to be used as a cellular facility, the city is competing with private resident's ability to lease their chimneys to the cell companies.

Mareva Russo – Trinidad

Any ground disturbance requires a CDP. Cited numerous coastal commission staff report sections from 2007 cellular proposal.

Peter Martin – Trinidad Area Resident

Argued that the Council has the authority to say no to this proposal.

Brad Twoomey – Trinidad

Provided historic background on the development of Trinidad Head as a cell site, and suggested that the proposal should not be allowed.

Council comment included:

Miller: I'm in favor of allowing the Planning Commission to determine whether the project needs further review, and if so, be the venue to hear comments and arguments.

Baker: Agreed with Miller. The vote tonight is simple. I support allowing the proposal to go forward to the Planning Commission if necessary.

West: Suggested that Sprint consider every possible way to minimize the project components to match the existing facilities.

Motion (Miller/West) to authorize Verizon & Sprint to proceed with the antenna swap as proposed subject to obtaining approval for any and all necessary permits. Passed 4-0.

XIII. ADJOURNMENT

- Meeting ended at 9:00pm.

Submitted by:

Gabriel Adams
City Clerk

Approved by:

Julie Fulkerson
Mayor



CONSENT AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 8 PAGES

1. Financial Status Reports for August 2013

City of Trinidad
Statement of Revenues and Expenditures - GF Revenue
From 8/1/2013 Through 8/31/2013

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budge</u>
Revenue					
41010	PROPERTY TAX - SECURED	4,325.26	4,325.26	79,125.00	(94.53)%
41020	PROPERTY TAX - UNSECURED	0.00	0.00	3,025.00	100.00)%
41040	PROPERTY TAX-PRIOR UNSECURED	0.00	0.00	80.00	100.00)%
41050	PROPERTY TAX - CURRENT SUPPL	0.00	0.00	100.00	100.00)%
41060	PROPERTY TAX-PRIOR SUPPL	0.00	0.00	200.00	100.00)%
41071	MOTOR VEHICLES	0.00	0.00	1,170.00	100.00)%
41110	PROPERTY TAX EXEMPTION	0.00	0.00	1,300.00	100.00)%
41130	PUBLIC SAFETY 1/2 CENT	0.00	0.00	1,420.00	100.00)%
41140	PROPERTY TAX - DOCUMENTARY RE	0.00	0.00	1,000.00	100.00)%
41190	PROPERTY TAX ADMINISTRATION FE	0.00	0.00	(2,317.00)	100.00)%
41200	LAFCO Charge	0.00	0.00	(742.00)	100.00)%
41210	IN-LIEU SALES & USE TAX	0.00	0.00	27,442.00	100.00)%
41220	IN LIEU VLF	0.00	0.00	27,960.00	100.00)%
42000	SALES & USE TAX	0.00	0.00	190,000.00	100.00)%
43000	TRANSIENT LODGING TAX	(6,208.28)	(6,208.28)	93,000.00	106.66)%
46000	GRANT INCOME	3,032.00	3,032.00	0.00	0.00)%
53010	COPY MACHINE FEE	0.00	1.00	50.00	(98.00)%
53020	INTEREST INCOME	7.54	15.92	15,500.00	(99.90)%
53090	OTHER MISCELLANEOUS INCOME	44.28	137.28	1,000.00	(86.27)%
54020	PLANNER- APPLICATION PROCESSIN	750.00	900.00	5,000.00	(82.00)%
54050	BLDG.INS-APPLICATION PROCESSI	300.75	1,559.91	7,000.00	(77.72)%
54100	ANIMAL LICENSE FEES	12.00	12.00	100.00	(88.00)%
54150	BUSINESS LICENSE TAX	900.00	8,847.00	9,500.00	(6.87)%
54300	ENCROACHMENT PERMIT FEES	0.00	50.00	400.00	(87.50)%
56400	RENT - VERIZON	1,799.90	3,599.80	21,300.00	(83.10)%
56500	RENT - HARBOR LEASE	0.00	0.00	5,125.00	100.00)%
56550	RENT - PG& E	0.00	0.00	8,500.00	100.00)%
56650	RENT - SUDDENLINK	0.00	1,184.57	4,492.00	(73.63)%
56700	RENT - TOWN HALL	958.60	1,168.60	9,000.00	(87.02)%
59999	INTERDEPARTMENTAL TRANSFER INC	0.00	0.00	30,000.00	100.00)%
	Total Revenue	<u>5,922.05</u>	<u>18,625.06</u>	<u>539,730.00</u>	<u>(96.55)%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
201 - GFAdmin
From 8/1/2013 Through 8/31/2013

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense					
60900	HONORARIUMS	250.00	400.00	3,000.00	86.67%
61000	EMPLOYEE GROSS WAGE	7,438.11	13,076.91	97,303.00	86.56%
61250	OVERTIME	0.00	0.00	500.00	100.00%
61470	FRINGE BENEFITS	46.16	80.78	0.00	0.00%
65100	DEFERRED RETIREMENT	290.50	579.57	3,776.00	84.65%
65200	MEDICAL INSURANCE AND EXPENSE	388.77	777.54	5,779.00	86.55%
65300	WORKMEN'S COMP INSURANCE	0.00	(888.40)	3,211.00	127.67%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	35.00	48.34	1,000.00	95.17%
65600	PAYROLL TAX	594.26	1,044.56	7,733.00	86.49%
65800	Grant Payroll Allocation	0.00	(98.70)	2,600.00	103.80%
68090	CRIME BOND	0.00	700.00	455.00	(53.85)%
68200	INSURANCE - LIABILITY	0.00	4,824.95	9,675.00	50.13%
68300	PROPERTY & CASUALTY	0.00	3,797.95	4,080.00	6.91%
71100	ATTORNEY-MEETINGS	0.00	0.00	22,320.00	100.00%
71110	ATTORNEY-ADMINISTRATIVE TASKS	1,006.50	1,006.50	0.00	0.00%
71130	ATTORNEY-LITIGATION	1,652.38	1,652.38	8,000.00	79.35%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	306.00	1,500.00	79.60%
71310	CITY PLANNER-ADMIN. TASKS	11,028.50	11,028.50	38,600.00	71.43%
71410	BLDG INSPECTOR-ADMIN TASKS	60.00	440.00	7,000.00	93.71%
71510	ACCOUNTANT-ADMIN TASKS	1,221.22	1,970.57	15,600.00	87.37%
71620	AUDITOR-FINANCIAL REPORTS	0.00	0.00	13,585.00	100.00%
72000	CHAMBER OF COMMERCE	0.00	0.00	11,520.00	100.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	0.00	50.00	1,000.00	95.00%
75160	LIBRARY RENT & LOCAL CONTRIB.	0.00	0.00	500.00	100.00%
75170	RENT	650.00	1,300.00	8,190.00	84.13%
75180	UTILITIES	540.20	1,294.41	6,500.00	80.09%
75190	DUES & MEMBERSHIP	0.00	39.00	500.00	92.20%
75200	MUNICIPAL/UPDATE EXPENSE	2,427.00	2,427.00	3,500.00	30.66%
75220	OFFICE SUPPLIES & EXPENSE	133.36	1,200.89	5,500.00	78.17%
75240	BANK CHARGES	20.20	22.80	200.00	88.60%
75300	CONTRACTED SERVICES	0.00	0.00	5,000.00	100.00%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	100.00	100.00%
76110	TELEPHONE	101.23	203.30	1,550.00	86.88%
76130	CABLE & INTERNET SERVICE	430.95	591.90	2,160.00	72.60%
76150	TRAVEL	0.00	0.00	1,500.00	100.00%
78160	BUILDING REPAIRS & MAINTENANCE	130.69	130.98	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	1,303.72	1,343.72	1,500.00	10.42%
	Total Expense	<u>29,748.75</u>	<u>49,351.45</u>	<u>294,937.00</u>	<u>83.27%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
301 - Police
From 8/1/2013 Through 8/31/2013

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
61000	EMPLOYEE GROSS WAGE	372.72	689.54	4,847.00	85.77%
65300	WORKMEN'S COMP INSURANCE	0.00	0.00	160.00	100.00%
65600	PAYROLL TAX	28.52	52.75	371.00	85.78%
75170	RENT	650.00	1,300.00	8,580.00	84.85%
75180	UTILITIES	142.00	288.44	2,140.00	86.52%
75220	OFFICE SUPPLIES & EXPENSE	0.00	0.00	300.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	87,933.00	100.00%
75350	ANIMAL CONTROL	113.00	226.00	1,900.00	88.11%
76110	TELEPHONE	77.31	156.03	1,040.00	85.00%
	Total Expense	<u>1,383.55</u>	<u>2,712.76</u>	<u>107,271.00</u>	<u>97.47%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
401 - Fire
From 8/1/2013 Through 8/31/2013

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
60900	HONORARIUMS	150.00	300.00	1,800.00	83.33%
75180	UTILITIES	137.87	187.26	1,065.00	82.42%
75190	DUES & MEMBERSHIP	0.00	0.00	10.00	100.00%
75280	TRAINING / EDUCATION	0.00	0.00	100.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	155.00	100.00%
76110	TELEPHONE	20.21	44.99	265.00	83.02%
76140	RADIO & DISPATCH	0.00	0.00	450.00	100.00%
78140	VEHICLE FUEL & OIL	0.00	0.00	450.00	100.00%
78150	VEHICLE REPAIRS	124.27	124.27	3,000.00	95.86%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	0.00	700.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	33.31	2,500.00	98.67%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	0.00	750.00	100.00%
90000	Capital Reserves	0.00	0.00	10,000.00	100.00%
	Total Expense	<u>432.35</u>	<u>689.83</u>	<u>21,245.00</u>	<u>96.75%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
501 - PW (Public Works)
From 8/1/2013 Through 8/31/2013

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
61000	EMPLOYEE GROSS WAGE	2,698.61	4,887.36	40,752.00	88.01%
61250	OVERTIME	0.00	0.00	500.00	100.00%
65100	DEFERRED RETIREMENT	264.39	555.20	4,271.00	87.00%
65200	MEDICAL INSURANCE AND EXPENSE	1,918.06	3,588.89	23,141.00	84.49%
65300	WORKMEN'S COMP INSURANCE	0.00	0.00	1,389.00	100.00%
65600	PAYROLL TAX	227.04	411.44	3,547.00	88.40%
65800	Grant Payroll Allocation	(26.23)	(37.84)	0.00	0.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	0.00	4,800.00	100.00%
71250	CITY ENGINEER - PROJECT FEES	0.00	0.00	4,000.00	100.00%
75300	CONTRACTED SERVICES	25.00	25.00	13,900.00	99.82%
75370	UNIFORMS/PERSONAL EQUIP.	0.00	0.00	450.00	100.00%
78100	STREET MAINT/REPAIR/SANITATION	0.00	226.45	5,000.00	95.47%
78120	STREET LIGHTING	45.04	90.99	4,500.00	97.98%
78130	TRAIL MAINTENANCE	0.00	55.34	2,500.00	97.79%
78140	VEHICLE FUEL & OIL	325.94	562.43	4,700.00	88.03%
78150	VEHICLE REPAIRS	0.00	0.00	2,500.00	100.00%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	0.00	5,000.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	89.25	289.25	6,500.00	95.55%
	Total Expense	<u>5,567.10</u>	<u>10,654.51</u>	<u>127,450.00</u>	<u>91.64%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
204 - IWM
From 8/1/2013 Through 8/31/2013

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	0.00	0.00	5,000.00	(100.00)%
47600	BLUE BAG SALES	0.00	0.00	4,000.00	(100.00)%
47650	RECYCLING REVENUE	0.00	1,434.26	29,000.00	(95.05)%
	Total Revenue	0.00	1,434.26	38,000.00	(96.23)%
	Expense				
61000	EMPLOYEE GROSS WAGE	555.40	1,059.23	8,680.00	87.80%
65100	DEFERRED RETIREMENT	66.66	139.90	1,075.00	86.99%
65200	MEDICAL INSURANCE AND EXPENSE	427.73	790.83	5,084.00	84.44%
65300	WORKMEN'S COMP INSURANCE	0.00	(59.76)	296.00	120.19%
65600	PAYROLL TAX	47.57	90.74	767.00	88.17%
75120	WASTE RECYCLING PICKUP/DISPOSA	0.00	51.30	18,375.00	99.72%
75140	BLUE BAG PURCHASES	0.00	0.00	4,000.00	100.00%
78100	STREET MAINT/REPAIR/SANITATION	483.40	1,017.20	6,764.00	84.96%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	1,800.00	100.00%
	Total Expense	1,580.76	3,089.44	46,841.00	93.40%
	Net Income	(1,580.76)	(1,655.18)	(8,841.00)	(81.28)%

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
601 - Water
From 8/1/2013 Through 8/31/2013

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
53020	INTEREST INCOME	0.00	0.00	4,500.00	(100.00)%
53090	OTHER MISCELLANEOUS INCOME	0.00	180.00	2,000.00	(91.00)%
57100	WATER SALES	54,725.73	54,725.73	289,000.00	(81.06)%
57300	NEW WATER HOOK UPS	0.00	0.00	3,000.00	(100.00)%
57500	WATER A/R PENALTIES	(3,512.84)	(3,512.84)	3,000.00	(217.09)%
	Total Revenue	51,212.89	51,392.89	301,500.00	(82.95)%
Expense					
61000	EMPLOYEE GROSS WAGE	5,808.45	10,189.70	81,844.00	87.55%
61250	OVERTIME	0.00	0.00	2,000.00	100.00%
65100	DEFERRED RETIREMENT	659.84	1,347.64	9,516.00	85.84%
65200	MEDICAL INSURANCE AND EXPENSE	3,246.83	6,245.26	40,582.00	84.61%
65300	WORKMEN'S COMP INSURANCE	0.00	(503.46)	2,751.00	118.30%
65600	PAYROLL TAX	494.99	868.13	7,105.00	87.78%
65800	Grant Payroll Allocation	(104.93)	(110.74)	0.00	0.00%
68200	INSURANCE - LIABILITY	0.00	2,598.05	5,210.00	50.13%
68300	PROPERTY & CASUALTY	0.00	2,045.05	2,195.00	6.83%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	500.00	100.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	0.00	4,000.00	100.00%
71510	ACCOUNTANT-ADMIN TASKS	657.58	1,061.08	8,400.00	87.37%
71620	AUDITOR-FINANCIAL REPORTS	0.00	0.00	7,315.00	100.00%
72100	BAD DEBTS	0.00	0.00	500.00	100.00%
75180	UTILITIES	1,423.06	2,894.94	13,000.00	77.73%
75190	DUES & MEMBERSHIP	0.00	0.00	700.00	100.00%
75220	OFFICE SUPPLIES & EXPENSE	0.00	0.00	3,200.00	100.00%
75240	BANK CHARGES	0.00	10.00	100.00	90.00%
75280	TRAINING / EDUCATION	0.00	0.00	500.00	100.00%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	250.00	100.00%
76110	TELEPHONE	72.22	149.54	1,160.00	87.11%
76130	CABLE & INTERNET SERVICE	49.00	98.00	620.00	84.19%
76160	LICENSES & FEES	0.00	0.00	2,475.00	100.00%
78140	VEHICLE FUEL & OIL	101.54	267.32	2,500.00	89.31%
78150	VEHICLE REPAIRS	0.00	0.00	2,000.00	100.00%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	0.00	1,200.00	100.00%
78170	SECURITY SYSTEM	69.00	69.00	500.00	86.20%
78190	MATERIALS, SUPPLIES & EQUIPMEN	52.76	52.76	6,000.00	99.12%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	0.00	1,000.00	100.00%
79100	WATER LAB FEES	85.00	170.00	4,500.00	96.22%
79120	WATER PLANT CHEMICALS	775.00	1,494.77	12,000.00	87.54%
79130	WATER LINE HOOK-UPS	0.00	0.00	3,000.00	100.00%
79150	WATER LINE REPAIR	234.49	286.99	20,000.00	98.57%
79160	WATER PLANT REPAIR	0.00	0.00	10,000.00	100.00%
90000	Capital Reserves	0.00	0.00	15,000.00	100.00%
	Total Expense	13,624.83	29,234.03	271,623.00	89.24%
	Net Income	37,588.06	22,158.86	29,877.00	(25.83)%

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
701 - Cemetery
From 8/1/2013 Through 8/31/2013

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
53020	INTEREST INCOME	0.00	0.00	1,200.00	(100.00)%
58100	CEMETERY PLOT SALES	1,510.00	1,510.00	6,000.00	(74.83)%
	Total Revenue	<u>1,510.00</u>	<u>1,510.00</u>	<u>7,200.00</u>	<u>(79.03)%</u>
	Expense				
61000	EMPLOYEE GROSS WAGE	370.81	662.08	5,520.00	88.01%
65100	DEFERRED RETIREMENT	44.47	92.21	683.00	86.50%
65200	MEDICAL INSURANCE AND EXPENSE	228.83	428.15	2,744.00	84.40%
65300	WORKMEN'S COMP INSURANCE	0.00	(29.38)	228.00	112.89%
65600	PAYROLL TAX	31.77	56.72	487.00	88.35%
75180	UTILITIES	41.48	82.96	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	1,500.00	100.00%
	Total Expense	<u>717.36</u>	<u>1,292.74</u>	<u>11,162.00</u>	<u>88.42%</u>
	Net Income	<u>792.64</u>	<u>217.26</u>	<u>(3,962.00)</u>	<u>(105.48)%</u>



CONSENT AGENDA ITEM 2

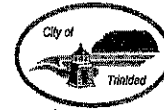
SUPPORTING DOCUMENTATION FOLLOWS WITH: 10 PAGES

2. Staff Activities Report for September 2013.

CITY OF TRINIDAD

P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

*Julie Fulkerson, Mayor
Karen Suiker, City Manager*



STAFF ACTIVITIES REPORT

Through September 2013

City Administration:

1. Library. The grand opening of the new library facility was celebrated at a well-attended event on August 18th. The budget adopted by the Council provided for a City contribution which has been supplemented by the Friends of the Library to enable the new facility to be open for a third day of the week, and the facility is now able to be open Tuesdays, Thursdays and Saturdays. Staff is now working with county library personnel to develop a policy for community events to be held in the new facility.

2. Lawsuit filed by the Tsurai Ancestral Society (TSA) . A Motion for Summary Judgment filed by the City Attorney was heard by the court on August 19, whereby the City requested it be removed as a defendant from the lawsuit for emotional damages filed by the TSA in relation to the Pennisi/Ferrett vegetation removal that occurred in June 2010. The judge has 90 days from that hearing to render an opinion as to whether the case against the City can go to trial.

3. Audit of Gas Taxes and Proposition 1B Revenues. The State Controller's Office recently conducted a twelve year audit of gas taxes and additionally audited the expenditure of proposition 1B funds for the five year period ending June, 2012. Producing expenditure support and documentation involved a substantial staff effort, and was made all the more difficult in that the time period audited involved a change in the city's bookkeepers as well as a conversion to new accounting software, and the auditor was not pleased with the resulting complicated expenditure and revenue tracking. The exit interview is pending as of this writing, and there may be the need for yet additional city resources to be spent on researching older accounting data.

4. ASBS Compliance and Stormwater Discharge Permit. The City continues to work on meeting the stormwater discharge permit requirements, and the ASBS Compliance Plan will soon be submitted. This document outlines how the City intends to comply with the ASBS Special Conditions, including achieving and maintaining "natural water quality" in Trinidad Bay through eliminating discharge of pollutants from the city's stormwater outfall. The City continues to seek funding assistance for the costly water quality monitoring required by the State Water Resources Control Board for ASBS dischargers.

5. On-Site Waste Water Treatment (OWTS) Ordinance. The first mailing to approximately 50 property owners on the western side of town requiring them to have their systems inspected and submit an application for an operating permit by August 30 was sent out in mid February, 2013. There have been a number of inquiries requesting clarification about exactly what people need to do, and most of the property owners have been amicable and cooperative. Councilmember Miller has agreed to work on modifying the mailed out material to clarify frequently asked questions before the next round of mailings.

6. Grant for Disability Access Improvements. The City is pleased to have received notification of approval from the Public Agency Risk Sharing Authority (PARSAC), of a \$10,000 grant application for disability access improvements to town hall. Improvements were recently identified in a survey conducted as a result of an earlier PARSAC grant application. Public Works is currently preparing bid requests for town hall upgrades which would include improving the ramp, railings and parking.

7. Sign Enforcement. Staff has received a number of complaints regarding inconsistent enforcement of the City's adopted sign rules and regulations. To address this issue, the attached letter is proposed to be sent out sometime in the next few months to business licensees within the City of Trinidad. It is expected this will generate a number of inquiries to Planning, and the work priorities need to be coordinated with administration of the OWTS program as well as moving forward with the General Plan update. The city is hoping for voluntary compliance and for those signs needing design review, staff is hoping for complete and thorough applications to minimize the need for staff involvement in design review and analysis.

LAW ENFORCEMENT ISSUES

The City of Trinidad (COT) Watch group continues to meet in order for community members and residents to meet with law enforcement personnel and work together to increase awareness of suspicious activity, improve communication with neighbors, local businesses, city leadership and law enforcement. The last meeting of this group was held September 12 and the notes from that meeting are attached.

PLANNING ISSUES

1. General Plan. An update is a separate agenda item for this meeting.

2. Accessory Dwelling Unit (ADU) LCP Amendment The City resubmitted all documentation to the California Coastal Commission (CCC) to request the separation of the two applications for the ADU and Vacation Dwelling Unit Amendments in order that questions/issues in one application not hold up the other application. The Planner continues to work on the latest request for additional information from the CCC. Most of the effort has focused on analysis of water use, supply and capacity.

3. Vacation Dwelling Unit (VDU) LCP Amendment. The City resubmitted all documentation to the CCC to request the separation of the two applications for the ADU and VDU Amendments in order that questions/issues in one application not hold up the other application. City staff has met with CCC staff on a number of occasions and although it was originally thought this item would be on the September meeting in Eureka, solutions to some concerns could not be worked out to CCC satisfaction in time for this meeting's deadline. The hope is now for consideration at the CCC meeting in November.

4. Civic Club Lighthouse Project. This project was conditionally approved by the Trinidad Planning Commission on August 15, 2012 and was subsequently appealed to the City Council. The Council met on September 26, 2012 and denied the appeal. A timely appeal of this decision was thereafter submitted to the California Coastal Commission, and the CCC continues to attempt to meet with the stakeholders to evaluate and consider possible options to arrive at resolution for this project.

5. Tsunami Signs. This matter was heard by the Planning Commission at their meeting in May, 2013, and the signs have been installed with the exception of the pair at the top of the Axel Lindgren Memorial Trail, which requires various approvals in accordance with Policy 69 of the City's General Plan, including the Tsurai Ancestral Society and the Rancheria. Letters have been sent to these groups requesting approval, and the City is awaiting response.

6. CDP Appeal Process: This has become a rather complex issue for a seemingly simple amendment to allow the City to assess a fee for the filing of an appeal, as is the case with many other entities, to help offset some of the associated costs and discourage the filing of frivolous appeals. The proposed language was not precisely consistent with the language of the Coastal Act, which caused California Coastal Commission staff some concern. City staff then met with them and agreed to alter the language to be consistent with the Coastal Act in order to keep the amendment classified as "minor." However, CCC staff then informed the City that the appeal period was also not consistent with the Coastal Act and would need to be changed as part of this amendment. Those changes brought up yet additional inconsistencies with other zoning ordinance sections, requiring yet additional amendments. The City has already expended an inordinate and unbudgeted amount of time on this project, and the Planner has therefore been directed to temporarily discontinue further efforts at this point in favor of concentrating her efforts on the General Plan process. At this point there is no ability to charge for the filing of appeals due to conflicting language between the adopted Local Coastal Plan and an adopted resolution; however, that appears to be a far less expensive option as opposed to amending each and every inconsistency in order to assess a minor fee.

7. Grant Application: At no initial cost to the City, Streamline Planning submitted a Climate Change Sea Level grant application requesting an appropriation of \$50,000. Awards are expected to be announced in Fall 2013 for the most competitive projects. There will be a second round of funding available next summer for those who did not make the first cut.

Status of Grant Funded Programs

1. Project Name: Water Treatment Plant Construction Project

Source of Funding: Proposition 50 (\$2 million)

Status: The Funding Agreement has been executed and the plans are being finalized for bid solicitation. This is a separate agenda item for this meeting.

2. Project Name: Luffenholtz Creek Sediment Reduction

Source of Funding: California Department of Public Health (\$1,670,720)

Status: The Funding Agreement is in place for this project to improve the City's water supply through work on Green Diamond property that includes a road re-route, replacement of culverts and several bridges, and other treatments. The project was awarded by the Council and construction began July 15, with most of the work to be completed during the current construction season. The newly constructed road sections will "settle in" over the winter. During the 2014 construction season, the old road sections will be decommissioned and the project completed.

3. Project Name: Trinidad Pier Reconstruction (ASBS Project)

Source of Funding: CA State Proposition 84 (\$2,500,000)

Status: The Trinidad Pier reconstruction is complete and post water quality monitoring is in process. The remaining tasks for this grant are to complete the post-construction water quality monitoring analysis and report, ongoing water pollution prevention education and completion of the Final Project Report.

4. Project Name: Storm Water Management Improvement

Source of Funding: CA State Proposition 84 (\$2,500,000)

Status: The plans and specifications for the Phase I portion of the project in the upper area are being completed. Phase I construction for improvements in the upper area will begin spring 2014. Funding for Phase II of the project is still being sought.

5. Project Name: Trinidad to Humboldt Bay Coastal Watershed Program

Source of Funding: Department of Conservation Watershed Coordinator Grant (\$293,910)

Status: Watershed Coordinator activities include developing and implementing the city's stormwater program, participating in the North Coast Stormwater Coalition, assisting the Trinidad Bay Watershed Council, coordinating the development of a State of the Trinidad Bay Report, and supporting implementation of the Humboldt Bay Initiative Adaptive Management Plan.

8. Project Name: Azalea & Pacific

Source of Funding: State Transportation Improvement (\$423,000)

Status: This project includes rehabilitation of Azalea Way and Pacific Street to bring the roads up to current standards, provide better emergency vehicle access and improvement of the road drainage. Additionally, the project includes the replacement of the existing water line that serves the area, relocation of several water meters and the addition of a new fire hydrant. The construction is now complete and final acceptance, invoicing and required documentation is underway.

Public Works Department

1. Scenic Drive Water Line Improvement Project

This project will begin shortly, which will bring a 6" line from Main Street that will benefit all of Scenic Drive to the Rancheria, as well as installation of a new hydrant in the city limits by Landford Road.

2. Trinidad School Fire Hydrant

Staff has worked with Trinidad School staff to properly permit and secure agreements for installation of a fire hydrant connected to our system that is within 500' of a proposed facility on school ground. The proposed facility will be constructed next year.

3. 2013 Consumer Confidence Report

This report of water quality has now been prepared and posted on the city's website.

4. Energy Assurance Plan

Staff has prepared an Energy Assurance Plan to be a supplement to our Hazard Mitigation Plan (HMP). We are currently updating our 2008 HMP which is an annex of the County's HMP. These plans identify hazards and contain actions and projects to mitigate damage prior to disaster and speed recovery time thereafter. Actions and projects in the plan may be eligible for Federal funding if available and applicable.

5. Trail Improvement

With the cooperation of the Tsurai Ancestral Society, 3 of 8 steps have been replaced on the Axel Lindgren Memorial Trail.

6. Library Building Operations

Staff has now assumed responsibility for maintenance and building operations of the new library.

7. Continuing Education

Staff has attended all-day classroom workshops offered free of charge covering the topics of water system security and operations, disinfections and calculations for distribution systems, earning continuing education units required to keep present operator certification levels.

UPCOMING PRIORITIES:

- Continue efforts to close out budget year 2012-13 and prepare for regular annual audit scheduled for October.
- Continued effort as needed to support twelve year special audit of Gas Tax Funds and Traffic Congestion Relief Funds and a five year audit of Proposition 1B Funds.
- Completion of Azalea & Pacific final documentation and invoicing to obtain full cost recovery.
- Continued involvement in multiple legal claims.
- Continued implementation of OWTS program and second round of noticing.
- Continue to work with law enforcement personnel on issues concerning the City.
- Continue negotiation of solid waste franchise agreement.
- Completion of town hall floor refinishing project and obtain cost estimate for new window coverings.
- Thorough cleaning of town hall and annex offices.
- Work with county library staff on procedures for community events to be held in new library.

COT Watch Notes

Attendees: Ann Pinske, Dick Keiselhorst, Jim Baker, Nandor Vadas, Richard Johnson, Tom Davies, Deputy Hicks, Sandra Cuthbertson

Next action: setting up a general meeting, inviting the entire community to share the information gathered by the committee and set new goals if required. Also to offer interested members of the community the opportunity to sign up for Neighborhood Watch and SCOPE.

A discussion ensued high-lighting pros and cons regarding calling another community meeting to discuss law enforcement issues, versus discussing these issues at a regular city council meeting.

Deputy Hicks warned against citizens holding their concerns until a regularly scheduled meeting. Hicks reiterated that it is important to remain vigilant and call the Sheriff's office immediately whenever there is suspicious activity.

Neighborhood Watch now has 27 people signed up on Facebook. Anyone interested needs to "friend" Nandor Vadas. The email will remain active to notify participants of any illegal or suspicious incidents in the Greater Trinidad Area.

Reid's COT Watch Facebook page is also up and available to members.

Two Sheriff's deputies responded to a call regarding two suspicious vehicles in the State Park picnic area. By the time they arrived, only one vehicle remained and there was no evidence of criminal activity. When one of the occupants stated they intended to camp there, the deputy replied that "it was not his jurisdiction" even though signs are posted prohibiting over night camping. The resident reporting the incident was very disappointed in the deputy's behavior.

A green van was reported to be spending several nights on Edwards Street near the Lighthouse. Throughout the summer, other vans have parked there overnight. Deputy Hicks will attempt to contact the present offender and patrol the area at the end of his daily shift.

"Blanket Guy" is reported to be back and panhandling in Trinidad after two arrests. He appears to be harmless, but does get aggressive when drinking.

An Ocean Avenue rental is reported to have as many as 7 or 8 vehicles on the premises and excessive noise late into the night. A strong odor of marijuana has been wafting into neighboring homes. Question: What constitutes "Disturbing the Peace"?

Deputy Hicks: Disturbing the Peace is determined by a reasonable person's

interpretation. If there is excessive noise or obnoxious odors, call 445-7251 at any time of the day or night.

There is also a civil process whereby three neighbors can submit a complaint letter to the landlord. Different rules apply to long term rentals and vacation rentals.

Periodically gun shots have been heard coming from north of the cemetery area. After talking to the reporting resident, responding deputies located the perpetrator and attempted to talk with him. He was intoxicated and belligerent, throwing rocks at the officers, but ceased discharging his firearm.

It was suggested that Deputy Hick's monthly report to the city council be more detailed, including locations and nature of the crime.

The owner of Hidden Creek contacted Neighborhood Watch indicating that he is making changes and doing his best to "clean up" his RV Park.

The committee agreed that they should report out to the community what has been done over the last five months to deter crime and make the community safer. This would be an opportunity for all concerned citizens to join NW and/or SCOPE.

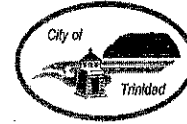
Neighborhood Watch signs and window stickers are available at the police station. Public Works will be contacted to replace old signs with new ones. The work can be done by the city crew or volunteers.

No future committee meeting was scheduled. The City Manager will be contacted regarding placing a COT Watch update on an upcoming city council meeting agenda.

CITY OF TRINIDAD

P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-3876
Fax: (707) 677-3759

Karen Suiker, City Manager



Date _____

Dear Business Owner:

As you are undoubtedly aware, the residents of the City of Trinidad are very passionate and protective about maintaining and preserving the quaint and simple lifestyle of a fishing village with unobstructed natural resources and viewsheds. Toward this end, the City has adopted very specific regulations dealing with the placement of signs on any property within the City limits. "Sign" is defined in the city's ordinance as "...any message, word, symbol, design, picture or visual medium..." A copy of the City's Municipal Code Section 17.56.160 pertaining to sign regulations is attached for your information. With limited exceptions, most signs are only permitted subject to specific regulations and review by the City's Planning Commission.

Some businesses have complied with these regulations, and others might not even be aware of their existence. Because of other priorities and obligations, the city's limited staff has been unable to devote energies to assuring consistent enforcement of the sign regulations, but with increasing numbers of complaints and with the appearance of new signs and banners throughout the community, it is time to address this issue and assure consistent application of these rules and regulations by all.

This notice is being sent to all businesses with licenses within the City of Trinidad, and may not apply to many or most of the businesses. If it does apply and your business has an unpermitted sign or banner, I am respectfully requesting your voluntary cooperation and assistance to either remove your sign(s), or bring your sign(s) into conformance with the rules and regulations. This may require design review and approval by the City's Planning Commission, and that process involves submitting an application and payment of a deposit to offset staff costs to review the application, and submit the same for review and approval by the City's Planning Commission. Questions concerning this process should be directed to the City's Planner, Trever Parker, who can be reached at 822-5785. The application and payment of deposit can be made through the City Clerk's office at town hall.

This notice was intentionally delayed until the end of the summer period so as not to impact our valued businesses during the height of the busy season. In order to provide for plenty of time to submit the application, we will allow as much as 3 months from the date of this notice before considering referral to the code enforcement process, which may involve assessment of administrative penalties, and I can assure you the City does not want to pursue this avenue. If you have extenuating circumstances that will require yet additional time, please do not hesitate to contact

me for an extension, and I will do my utmost to give you whatever reasonable time you might need to comply.

Thank you for your anticipated cooperation in assuring consistent application of the sign rules and regulations for all businesses within the City of Trinidad.

Very truly yours,

Karen B. Suiker
City Manager



CONSENT AGENDA ITEM 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES

3. Law Enforcement Activity Reports.

Humboldt County Sheriff's Office

Trinidad Activity

August 2103

Agency Assist	1
Alarm	3
Counterfeit	1
Follow Up Details	4
Gun Shots Heard	1
Investigation	2
Man Down	1
Noise Complaints	2
Parking Complaint	1
Patrol Checks	2
Prowler	1
Public Assist	2
Traffic Collision	1
Unattended Juvenile	1
Unwanted Subject	2

Please note these numbers indicate the type of call dispatched and do not reflect what the disposition was.

Only one case in the month of August.

Mid September Deputy days will change to Monday through Thursday.

Continuing to meet with citizens group regarding law enforcement issues.

Humboldt County Sheriff's Office

Trinidad Activity

September 2103

911 Hang Up	1
Alarm	3
Animal Detail	1
Assault	1
Burglary (From Vehicle)	1
Custody Dispute	1
Disturbance (Verbal Argument)	5
DUI BOLO	2
Follow Up Details	2
Found Property	1
Mental Health Evaluation	1
Noise Complaints	1
Patrol Checks	12
Pedestrian Checks	3
Petty Theft	1
Public Intoxication	1
Restraining Order Violation	1
Suspicious Vehicle (Abandoned)	1
Traffic Stop	3
Trespass	3
Unwanted Subject	1
Vandalism	1

Please note these numbers indicate the type of call dispatched and do not reflect what the disposition was.

Ten case reports were written in the month of September.

Concerns were raised about transients in Trinidad State Beach. The Sheriff's Office and California State Parks are both aware and will be working to extra patrol check the area and explore other solutions. Citizens have been encouraged to report after hours activity in the park.

Transient issues have been raised. Any illegal activities associated with transients are addressed as they arise. Transients are regularly contacted to inform them of communities concerns and determine if any services are needed and then pointed into the right direction for services.



CONSENT AGENDA ITEM 4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 3 PAGES

4. Request Authorization to Advertise Water System Upgrade Project.

CONSENT AGENDA ITEM

Date: October 9, 2013

Item: AUTHORIZE CITY MANAGER TO ADVERTISE THE WATER SYSTEM UPGRADE PROJECT FOR BID

Background: On May 8, 2013, City Council adopted Resolution 2013-04, authorizing the City Manager to enter into a Funding Agreement for \$2,000,000 with the California Department of Public Health (CDPH) for improvements to the water system funded through Chapter 4.a.1 of Proposition 50. There is no required match.

The improvements to the plant are needed to bring the City into compliance with requirements of the Safe Drinking Water Act. The improvements include a new flocculator/ settler to reduce raw water turbidity, a new chlorine contact pipe that will allow a reduction in chlorine addition, upgrades to the backwash return system and backwash tank, changes to the wet well pumps to accommodate the new flocculator/settler, and general site and piping improvements.

The City Manager signed Funding Agreement No. 5013A107 on July 30, 2013. The City is required to issue the Notice to Proceed before November 27, 2013 within 120 days from the date the Agreement is executed.

The next step is to put the project out to bid following the public contract code per the City's funding agreement with CDPH. With City Council's approval the project will be put out to bid by October 13th. The notice to proceed will be issued by November 27, 2013. Construction will start in December and be completed summer 2014. Copies of the project Plans and Specifications are located at City Hall for review.

Staff Recommendation: Authorize City Manager to advertise the Water Treatment Plant Improvement Project for Bid.

Attachments:

- Bid Advertisement

ADVERTISEMENT FOR BIDS

City Of Trinidad
Owner

409 Trinity Street, P.O. Box 390
Trinidad, California 95570
Address

Separate sealed bids will be received for the City of Trinidad Water System Improvement Project. A conditional or qualified bid will not be accepted if it modifies the Plans or Specifications or method of work.

A non-mandatory pre-bid conference/site visit will be held to familiarize potential bidders with the project and is scheduled for ##:## am, Weekday, Month, ##, 2013, at the City of Trinidad, City Hall, 409 Trinity Street, Trinidad, CA..

The work consists of the furnishing of all labor, material, equipment, and supervision for the construction of the Water Plant Improvement Project. The work generally includes, but is not limited to repairing and re-coating existing backwash tank, installation of a new flocculator/ settler, wet well pumps, chlorine contact pipe, and associated piping, valves, and appurtenances, demolition of the existing clarifier, and demolition and repairs within the existing treatment building, as shown on the plans by GHD Inc.

Bids will be received at the office of the Trinidad City Engineer at GHD Inc., 718 Third Street, Eureka, California until ##:## pm Pacific Standard Time, Weekday, Month ##, 2013 and then at said office publicly opened and read aloud.

The Contract Documents are available and may be examined at the following locations:

Humboldt Builders Exchange, Eureka
North Coast Builders Exchange, Santa Rosa, CA
Shasta Builders Exchange, Redding, CA
GHD Inc., 718 Third Street, Eureka, California 95501

Copies of the Specifications and Plans may be obtained at the office of GHD Inc., located at 718 Third Street, Eureka, California, 95501, upon payment of \$20.00 for each set.

None of the above payments for Contract Documents will be refundable.

Each proposal must be submitted on the prescribed form and accompanied by a certified check or Bid Bond in an amount of not less than 10 percent of the amount bid. Successful bidders will be required to furnish both a Payment Bond and Performance Bond in the full amount of the Contract Price.

In accordance with Public Contract Code Section 10263 the Contractor will be allowed to substitute securities for monies normally withheld by the owner to insure performance under this contract.

The general prevailing wage rates applicable to the work are set by the Director of the Department of Industrial Relations, State of California. The Contractor will be required to comply with any changes in these wage rates as they are updated by the State government at no cost to the Owner. Project must comply with all applicable provisions of Labor Code, Division 2, Part 7, Chapter 1, Article 2, commencing with Section 1770 and implementing regulations regarding labor compliance monitoring and prevailing wage requirements. The Department of Industrial Relations (DIR) is the agency enforcing the requirements of the Labor Code. Information can be found at the following DIR website:
<http://www.dir.ca.gov/dlse/cmu>

Karen Suiker
City Manager
City of Trinidad

Month, ##, 2013
Date



AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 4 PAGES

1. Discussion/Decision regarding General Plan Update and Schedule.



MEMORANDUM

TO: Trinidad City Council

FROM: Trever Parker, City Planner

DATE: September 26, 2013

RE: General Plan Update & Schedule

At Karen's request, I am providing you with update as to where we are in the General Plan update process and expected schedule. Unfortunately, once again I have to report that we are behind the schedule I drafted for you in March 2012. There are several reasons for these delays.

1. Time. There were other things going on, both in Trinidad and other work obligations, so that I did not always get to spend the amount of time needed. Trinidad projects included quite a number of permit applications, the OWTS program implementation and several projects with the Coastal Commission, including a couple of LCP amendments and a couple of appeals. In particular, last summer there were several time consuming permits, including the Civic Club Lighthouse debacle. Another big time drainer for me was last spring when I was teaching 3 labs with 72 students for an HSU class, which took a huge chunk of my time; but that will no longer be the case. The good news is that the lack of time spent on the General Plan last year was reflected in the billings, so that we were well under budget for the year (see table below). In addition, sometimes the Planning Commission spent more time than I expected reviewing an element. However, this is a good thing, because a better product results, with likely less time needed for Council review.

Month	Bill	Running Total
June 2012	\$2745	\$2745
July 2012	\$410	\$3155
August 2012	\$440	\$3595
Sept. 2012	\$390	\$3985
Oct. 2012	\$1210	\$5195
Nov. 2012	\$1000	\$6195
Dec. 2012	\$3005	\$9200
Jan. 2013	\$2145	\$11,345
Feb. 2013	\$820	\$12,165
March 2013	\$850	\$13,015
April 2013	\$660	\$13,675
May 2013	\$810	\$14,485
2012-2013	Budget	\$22,000

2. Housing Element data and complexity. The Housing Element in particular took longer than I thought it would due partially to the complicated State requirements. It was not our goal to

develop a Housing Element that would be certified by the Dept. of Housing and Community Development as required by State law, but we did want to include all the requirements and make a good faith effort towards that end. But also, we had some real problems with the data. Much of the necessary economic and housing data was not included in the 2010 Census reports. Instead we had to rely on the American Community Survey five-year estimates, which are often very questionable for a small town like Trinidad. In addition, we started with the same format as the previous housing element, which ended up being fairly disorganized and confusing with the new data; therefore, a whole overhaul of the document organization was needed. The Housing Element is now just a month or two away from Planning Commission approval.

3. Outside involvement. The next element we have started working on is a Cultural & Historic Resources Element. With the particular interest and possible controversy over this element, I expect that it could take a significant amount of time to get through. I started by soliciting informal input from the Tsurai Management Team, including the Yurok Tribe and the Tsurai Ancestral Society, at meetings and through email. I also reached out to Trinidad Rancheria. It was suggested that I go ahead and initiate the formal Tribal Consultations on the General Plan update that are required by State Law (SB18). I then sent out letters requesting consultation to the Tribes listed by the Native American Heritage Preservation Commission, providing 90 days to respond. As expected, I only heard back from the Yurok Tribe and Trinidad Rancheria. I have also offered the opportunity for more informal participation and consultation from these two entities along with the Tsurai Ancestral Society through the TMT meetings or other avenues.

Originally I was hoping that this could be a detailed element that incorporated recommendations from the Tsurai Management Plan and others. However, I am realizing that the more specific the document is, the more difficult it will be to get agreement from the various stakeholders, and therefore the longer it will take. Therefore, currently, I am keeping the document fairly general, modeling it after Humboldt County's general plan update policies. Communication and getting comments and responses have been slow so far. I have given a first draft / outline to the Commission to keep things moving along, and have sent out reminder emails for comments. I will also be seeking input from other interested parties on this important element.

The Community Design Element will be the last one that the Planning Commission will consider. The idea of this element is to make the design review / view protection policies more objective, fair and clear. This will likely be of particular public interest, which could prolong the review. On the other hand this should be a fairly short and simple element, and may actually end up as a chapter in the Land Use Element, depending on its final form.

Even though these last two elements may move slowly due to some controversy, public involvement, or communication issues, there are other things that staff and the Planning Commission can continue to work on in the meantime. These include the environmental (CEQA) document and the zoning ordinance update. Because of the City of Arcata's difficulties in getting their General Plan and Zoning update certified by the Coastal Commission (it has been five years), I have provided a copy of the draft elements approved by the Planning Commission so far to local Coastal Commission staff. I hope to be able to meet with them soon to get early input in order to avoid future delays. Unfortunately, they have several Trinidad items before them right now, and all are moving very slowly. An updated, tentative schedule is attached. Note that the proposed schedule from March 2012 is in grey, and the new schedule is shown hatched.

Trinidad General Plan Update Project Schedule																									
		2012					2013					2014													
Reporting Period		MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
Work Item	Done																								
LAND USE ELEMENT																									
Planning Commission Approval																									
City Council Review																									
CONSERVATION / OPEN SPACE ELEMENT																									
Planning Commission Approval																									
City Council Review																									
Revise Figures 9a & 9b																									
CIRCULATION ELEMENT																									
Final Edits / Figure																									
Planning Commission Approval																									
City Council Review																									
NOISE & PUBLIC SAFETY ELEMENT																									
Editing																									
Noise Readings																									
Planning Commission Review																									
Planning Commission Approval																									
City Council Review																									
HOUSING ELEMENT																									
Editing																									
Planning Commission Review																									
Planning Commission Approval																									
City Council Review																									
COMMUNITY DESIGN ELEMENT (optional)																									
Draft																									
Hearings																									
Edit																									
Planning Commission Approval																									
City Council Review																									
HISTORIC / CULTURAL ELEMENT (optional)																									
Draft																									
Hearings																									
Edit																									
Planning Commission Approval																									
City Council Review																									
FORMAL TRIBAL CONSULTATION																									



AGENDA ITEM 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 0 PAGES

2. Presentation/Discussion regarding Trinidad Head Study Committee Final Report

***FINAL REPORT ADDED TO THE PACKET IN SPIRAL BOUND FORMAT, AND ALSO
AVAILABLE ONLINE IN THE DOCUMENT LIBRARY OF THE CITY WEBSITE.***



AGENDA ITEM 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 3 PAGES

3. Presentation/Discussion regarding Overview of Trinidad Cemetery Operations.

DISCUSSION/ACTION AGENDA

Date: October 9, 2013

Item: Overview of Cemetery Operations

Background: The Council has requested staff to report on cemetery operations. Toward that end, the following information is attached:

1. Trinidad Cemetery Quick Reference Guide, as updated July 2012. This document details the procedures for selecting and securing a burial plot and lists the associated fees.
2. Price Survey of Cemeteries as prepared by the Funeral Consumers Alliance of Humboldt as of February 2013.

There are currently at least 300 available burial plots and approximately 200 cremation plots available in Trinidad Cemetery. A map detailing the current occupied and vacant plots is available at Town Hall, and that map has recently been duplicated with additional copies now maintained in the City Manager's Office and the Water Treatment Plant to assure this information is available in multiple locations. This map was last formally printed in 1993 with subsequent activity handwritten on the map, and staff is in the process of obtaining a cost estimate for preparation of an updated map.

Staff is available to answer any questions and/or take direction regarding any possible changes to the manner in which the cemetery business is conducted.

Action: Receive information and take action as appropriate.

Attachments

TRINIDAD CITY HALL

P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223



TRINIDAD CEMETERY INFO

BURIAL PLOT SELECTION PROCESS

The process for securing a burial plot begins with a consultation by phone or in person at City Hall. A typical process involves at least one meeting with the City Clerk at the cemetery and another at the office to verify the site availability and complete the paperwork.

THE CEMETERY

There are 3 distinct areas within the cemetery: Lower, Middle, and Upper zones. The middle and upper areas contain some of the oldest burials dating back to the early-mid 1800's. Small sections of available burial grounds are located in all sections of the cemetery. A cremation zone was developed in recent history in the northeast corner of the cemetery.

Before selecting a site, and given the Trinidad Cemetery space is limited, it would be helpful to consider if future gravesites will be of interest to surviving family members. It's also critical to know whether the burials will be cremation or standard casket burials. Multiple burials in a single plot are permissible upon approval from the gravedigger, and cost 1.5 times more than a single plot.

Once you've determined the type of burial and the possibility of future needs, the next step is to visit the cemetery. You should find 2 or 3 areas that speak to you, then contact the City Clerk and schedule an appointment to identify the availability of the sites. Many graves in the cemetery date back prior to the early 1960's when the city initiated a permanent, systematic recordkeeping system. Plot selection must be verified by the Clerk before ownership certificates are issued.

Once plot is selected and confirmed, the Clerk will issue a Certificate of Ownership. The City Clerk must be notified prior to conducting any burial in the Trinidad Cemetery.

TRINIDAD CEMETERY BURIAL PLOT FEES:

<i>Standard Casket Plot (3'x8'):</i>	<i>\$1335.00</i>
<i>Recording Fee (Per Person):</i>	<i>75.00</i>
 <i>Multiple Burial (2 Caskets or 4 Cremations):</i>	 <i>2002.50</i>
<i>Recording Fee (per person)</i>	<i>75.00</i>
 <i>Cremation Plot (2'x3')</i>	 <i>\$675.00</i>
<i>Recording fee (per person)</i>	<i>75.00</i>

BURIAL SERVICES

Bob Wilson is responsible for all interments at the Trinidad Cemetery. He can be reached at 707-725-6573. Once the City Clerk's office issues the Certificate of Ownership for a burial plot, you will be asked to contact Bob Wilson and make burial arrangements. The burial fee is separate from the plot ownership fee. Burial rates are established by Bob Wilson.

BURIAL MARKERS

All headstones, markers, etc. to identify a burial must be placed at ground level. Older stones and cribs exist that date back prior to current regulations set by the City Council. Burial markers must fit within each burial plot. Standard dimensions for suggested stonework is 12' h x 24" w. Engraved stone should be placed within a concrete form that extends 6 inches around the stone. This is intended to protect the stone (granite, marble, etc) from mowing and trimming maintenance. All markers must be approved by the City Clerk's office - standard or unique. Eureka Art and Stone Works in Eureka, CA has a long history working with clients that have family or friends are buried in the Trinidad Cemetery. No company is suggested, nor recommended, but Eureka Art and Stone is familiar with the cemetery, the policies, and procedures.

CEMETERY RULES, CONDUCT & REGULATIONS

Regulations for the Cemetery are established and adopted by Trinidad Municipal Code section 12.08. The ordinance covers everything from fees to ownership rights to plot upkeep and maintenance.

February 2013

PRICE SURVEY OF CEMETERIES

Prepared by the Funeral Consumers Alliance of Humboldt

Prices are not given for cremation lots, niches or scattering gardens because there are options available at no charge. There are also several rural cemeteries in Humboldt County where burial lots, opening and closing and liner charges are lower than in corporate-owned cemeteries. Call FCA at (707) 822-8599 for information.

All prices listed are the lowest available and do not include sales tax, grave markers or graveside services. **Always ask for current and accurate prices at the time of purchase.**

	Table Bluff Cemetery ¹ (707) 768-3559	Trinidad Cemetery District ¹ (707) 677-0223	Ferndale Cemetery ² (707) 786-4394	Fortuna Cemetery ³ (707) 725-6459	Greenwood Cemetery (707) 822-1664	Ocean View and Sunset (707) 445-3188	Blue Lake Cemetery Green Burials (707)-445-3188
Adult Burial Lot	\$700	\$1,335	\$900	\$900	\$1,500	\$2,045	\$500
Maintenance Care	—	—	\$250	\$220	\$200	\$250	—
Opening / Closing	\$550	\$850	\$1000	\$1,000	\$700	\$1,345	\$1345
Liner / Vault	\$350	\$350	\$600	\$600	\$750	\$902	—
Setup, Administrative, Recording or Processing fee	—	\$75	\$55	\$30	\$125	\$60	\$60
ESTIMATED TOTAL	\$1,600	\$2,610	\$2,805	\$2,750	\$3,275	\$4,602	\$1,905

1. Table Bluff and Trinidad opening and closing services are available through Bob Wilson (707) 725-6573.

2. An additional \$250 non-resident fee applies if you are not a resident of the Ferndale, Eel River Valley or Petrolia areas. Inquire about exceptions to this fee.

3. All Fortuna District adult lots are \$900, except Sunrise which are \$1200.

An additional \$325 non-resident fee applies if you are not a resident of this District.

Funeral Consumers Alliance of Humboldt — Consumer Advocacy

P.O. Box 856, Arcata, CA 95518 • (707) 822-8599 • www.fcaphumboldt.org

2/26/2013